

**SPECIAL MEETING
BOARD OF WATER COMMISSIONERS
(PUBLIC PARTICIPATION)**

**September 23, 2021
Board Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

President Danielle York calls the meeting to order and calls for the Pledge of Allegiance. A moment of silence is observed.

Present: President York, Commissioner Hal Sullivan, Clerk, Commissioner Judy Reardon, Commissioner Omer Beaudoin, Commissioner Craig Brown. Quorum present.

President York advises that the purpose of the special meeting is to give residents of Manchester and the Water Works franchise the opportunity to address the Board on items of concern relative to public water supply; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President.

President York requests that any resident wishing to speak come forward to the podium, clearly state their name and address when recognized, and give their comments.

President York advises that if there was no one else present wishing to speak, a motion would be in order to take all comments under advisement and further to receive and file any written documentation presented

President York advises if there is no further business, a motion is in order to adjourn. With no further business, on MOTION by Comm. Sullivan, seconded by Comm. Beaudoin, the Board approved to adjourn the special meeting and move on to the regular meeting of the Board. There being none opposed, the motion carried.

**MANCHESTER WATER WORKS
BOARD OF WATER COMMISSIONERS
MEETING**

**September 23, 2021
Board room**

**3:30 p.m.
281 Lincoln Street
Manchester, NH**

1. President Danielle York called the meeting to order at 3:30 p.m.
2. Clerk Sullivan called the roll.

Present: President York, Commissioner Sullivan, Commissioner Reardon, Commissioner Beaudoin, Commissioner Brown. Quorum present.

3. **Minutes** - Minutes of the August 26, 2021 meeting were approved on MOTION by Comm. Beaudoin, seconded by Comm. Reardon. There being none opposed, the motion carried.

Minutes of the August 26, 2021 non-public meeting were approved on MOTION by Comm. Sullivan, seconded by Comm. Beaudoin. There being none opposed, the motion carried.

4. **Finance Committee Report** - Commissioner Sullivan reviewed the August monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to **\$1,945,074.55**. He noted that invoices were appropriate with nothing out of the ordinary. The committee report was approved on MOTION by Comm. Beaudoin, seconded by Comm. Reardon. There being none opposed, the motion carried.

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- g. Director Croasdale informed the Board that NH Water Works Association's 2021 NH Drinking Water Exposition and Trade Show will be held on October 20, 2021.
- h. Director Croasdale shared an article written by NH Water Works Association regarding their Construction Field Day in August where 60 attendees visited multiple MWW sites for continuing education purposes. MWW also hosted the group for an afternoon presentation and lunch after the site visits.
- i. Director Croasdale also acknowledged that MWW was recipient of the NEWWA Utility of the Year (large utilities) for 2020 awarded at this year's Annual Conference. Also., Roger Gagnon, Power and Process Controls Manager was a well deserving recipient of the Operators Meritorious Service Award and MWW made it three for the Conference by winning the Best Tasting Water Award and will represent New England at the AWWA Annual conference in San Antonio, TX in June 2022.

6. **Petition for Water Main Extension – Clement Street** – Director Croasdale briefed the Board, the request is to extend from an existing water main dead end on Ingalls Street and extend West on Ingalls Street, a distance of 80 feet +/-.

ON MOTION by Comm. Sullivan, and seconded by Comm. Beaudoin, to approve the petition for the Water Main Extension on 7 Clement Street and Ingalls Street. There being none opposed, the motion carried.

7. **Dedication – Cohas Pump Station** – Director Croasdale briefed the Board requesting to approve the dedication and naming of the Cohas Pump Station to the "John Thomas Fanning Cohas Pump Station" in honor of John Thomas Fanning.

John Thomas (J.T.) Fanning (1837–1911) was an American architect and hydraulic engineer. His contribution to fluid mechanics and hydraulic engineering is in the Fanning Friction Factor which is presently used by engineers to calculate the frictional pressure losses in flows inside pipes.

In 1872 at age 34, J.T. Fanning, C.E. was contracted to design and build the water system in Manchester, N.H. that a local Engineer Joseph B. Sawyer envisioned when he drafted a report identifying Lake Massabesic as the water source and means to construct a water system for Manchester.

Fanning's work encompassed designing and overseeing construction of the main dam, the 1500 ft. canal from the lake adjacent to the dam leading to the Cohas Pump Station, the Cohas Pump Station, building the road (Old Cohas Ave) and laying of 20" main pipe from the Pump Station 9,000 ft. to the 13 MG Reservoir (Mammoth Road), the Reservoir itself and over the next two years, oversaw the installation of approximately 23 miles of distribution system. This was all completed in two years and on July 4, 1874, water from Lake Massabesic began being pumped. From a population of about 22,000, over 5,500 (25% of population) were connected with water service. Total cost of the Water Works - \$542,000. (equal to relaying 3,000 feet 8" main).

Fanning stayed on in the role of Chief Engineer of the Water Works until 1880. Fanning also designed several buildings in Manchester, two that are on the National Register of Historical Places. One is the Harrison-Smith Block on Hanover Street that currently houses the Palace Theater.

Notable architectural work done in Manchester;

First Congregational Church, 508 Union St., Manchester, NH (1879–80)
 Harrington-Smith Block (Opera House Block), 30 Hanover St., Manchester, NH (1880–81)
 Charles E. Balch House, 1779 Elm St., Manchester, NH (1881)
 Battery Building, 153-155 Manchester St., Manchester, NH (1883) - Demolished.
 Carpenter and Bean Block, Elm & Dow Sts., Manchester, NH (1883)[
 New Hampshire Fire Insurance Co. Building, 886 Elm St., Manchester, NH (1885–86) –
 Demolished.

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His work eventually took him to Minneapolis in 1886. In 1887 Fanning (Architect and Chief Engineer of MWW) was appointed the 6th Director of the American Water Works Association.

On MOTION by Comm. Beaudoin, seconded by Comm. Sullivan, to approve the request of dedicating and naming of the Cohas Pump Station to the "John Thomas Fanning Cohas Pump Station" in honor of John Thomas Fanning. There being none opposed, the motion carried.

Director Croasdale also briefed the Board requesting to approve a plaque be placed in an appropriate spot on the residence wing to recognize Mr. Charles C. Cole.

Mr. Cole was appointed by the Board of Water Commissioners as Manager of the Pump Station on August 10, 1874 and "took possession of tenement adjoining the pump house."

C.C. Cole died on October 12, 1891, 17 yrs. operating the pump house, canal and dam. In the superintendent's Report of Year 1891, Charles walker wrote "He (Cole) was an able and trusty man. No accident happened in the eighteen (sic) years he had charge, caused by any neglect or carelessness on his part, and in his death the city lost a faithful servant."

On MOTION by Comm. Beaudoin, seconded by Comm. Reardon, to place a plaque in an appropriate spot on the resident wing to recognize Mr. Charles C. Cole. There being none opposed, the motion carried.

8. Report of Committees –

a. Rules & Regulations Committee

The Rules and Regulations Committee met August 26, 2021 and reviewed the following items, recommending both be adopted by the Board of Water Commissioners.

SOP #36 – Approved Trails –Standard Operating Procedure (SOP) #36 Approved Trails for Recreational use. The SOP#36 for the Watershed Division memorializes the existing trails maintained and used by outside organizations on the Watershed. This prevents the development of additional trails in the future unless brought before this Committee and the full Board for approval.

On MOTION by Comm. Sullivan, seconded by Comm. Beaudoin to adopt Standard Operating Procedure (SOP) #36 Approved Trails for Recreational use. There being none opposed, the motion carried.

Agreement with Manchester PD – Memorandum of Understanding (MOU) with the Manchester Police Department regarding the use of Preston's Field for canine training. The MOU outlines the Police Department's responsibility to maintain insurance coverage and pick up after the canines they are training at Preston's field.

On MOTION by Comm. Brown, seconded by Comm. Sullivan to adopt a Memorandum of Understanding (MOU) with the Manchester Police Department regarding the use of Preston's Field for canine training. There being none opposed, the motion carried.

b. Finance Committee

The Finance Committee met on August 26, 2021 and again on September 23, 2021 to review a proposed policy regarding receivable write offs related to usage charges and late fees.

Deputy Director of Finance and Administration, Sarah Lescault, presented the policy and noted this is a formalization of the current policy, with one addition. Currently, only late fees are written off or adjusted down when working with customers. However, this proposed policy would allow Manchester Water Works to write off usage charges in certain circumstances.

The Committee also reviewed a proposed worksheet to be used to document write offs, and discussed a balance they would be comfortable being written off without their approval. Lastly, they reviewed a list of aging accounts and their specific situations which outlined some that would require write offs.

On MOTION by Comm. Reardon, seconded by Comm. Beaudoin, to approve the write off policy as presented. There being none opposed, the motion carried.

In conjunction with the approved policy, the Finance Committee reviewed the first write-off proposed for 476 Donald Street in Bedford. This specific property has not used water since 2004 and staff were unable to make contact with the owners until recently. The late fees have been compounding since then and more efforts should have been made to remove the meter and close the account. Policy changes have prevented this from happening again in the future. The owner will still be responsible to pay \$1,446.40.

On MOTION by Comm. Reardon, seconded by Comm. Beaudoin, to approve the write off for 476 Donald Street in the amount of \$5,343.32 which represented accrued late fees over 17 years. There being none opposed, the motion carried.

9. New Business – none.

10. Old Business – none.

A MOTION was made by Comm. Reardon, and seconded by Comm. Brown to enter non-public session. A roll call was taken, President York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Brown – yes (Comm. Beaudoin was not present at this time). There being none opposed, the motion carried.

Regular Meeting resumed from non-public session at 5:13 p.m.

ON MOTION by Comm. Sullivan, seconded by Comm. Reardon, the meeting was adjourned at 5:13 p.m. There being none opposed, the motion carried.

Respectfully submitted,



Harold Sullivan
Clerk



